



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT  
Division of Workforce Solutions  
Bureau of Partner Services

TO: **Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies**

FROM: Amy Mendel-Clemens  
CARES Call Center  
Policy and Systems Communications Section

**BPS OPERATIONS MEMO**

No.: 02-18

File: 1126  
1199

Date: 03/06/2002

Non W-2 ☒ W-2 ☒ CC ☒

PRIORITY: MEDIUM

**SUBJECT: NEW STYLE ENVELOPE FOR  
CARES NOTICES AND LETTERS**

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**CROSS REFERENCE:** None.

**EFFECTIVE DATE:** May 20, 2002

**PURPOSE**

The purpose of this memo is to notify local agencies that as of Monday, May 20\*, 2002, the Department of Workforce of Development will transition to a different style envelope for the mailing of all CARES notices and letters.

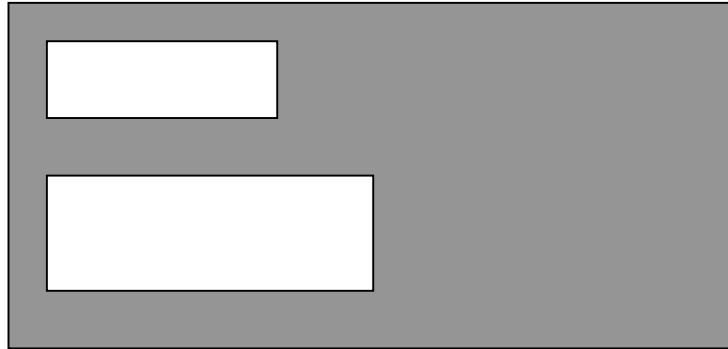
**BACKGROUND**

Currently, CARES notices and letters are sent in an envelope with the return address window positioned on the upper left side of the envelope, while the mailing address is positioned on the lower right side. This envelope is considered non-standard and supplies are hard to come by. Currently, the Department must special order this envelope when supplies run low. On the other hand, the new envelope is considered standard and procurement of the envelope will not require special ordering.

***New (Standard) Envelope Style***

This envelope has two windows, with both windows aligned on the left side of the envelope. The top window is for an agency's return address, and the other, or bottom window, displays the mailing address.

The new envelope follows this style:

***ACTION NEEDED***

Local agencies that currently use the non-standard envelope for local mailing of CARES notices and letters are advised to begin planning to have the new style envelope on hand by May 20. Also, where inventories of the current style envelope are significant, local agencies should refrain from ordering supplies that would exceed the May 20 transition date, and to the extent possible, utilize the inventories of the current style envelope.

**When ordering the new envelopes, use the following ordering specifications:**

Window #1 (top window) is 3 ½" x 1" and is located 5/8" from the left edge and 3/8" from the top edge of the envelope.

Window #2 (bottom window) is 4 ¼" x 1 ¼", and is located 5/8" from the left edge and 5/8" from the bottom edge.

**\*NOTE:** Monday, May 20 is currently the date scheduled for this transition. It is possible the date may be delayed by a few days, but by no more than a week. The change will NOT occur prior to May Adverse Action (Friday, May 17). A DXBM will be issued prior to conversion with the specific date.

***CONTACT***

DWS CARES Information and Problem Resolution Center

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**Note:** Email contacts are preferred. Thank you.